

POSITION DESCRIPTION**PT-5****Town of Needham****Fire Director of Administrative Services****11/03*****Duties:***

Under direction of the Fire Chief, analyze, manage and oversee financial and administrative functions in support of department operations, with a principal focus on finance, budgeting, human resources, purchasing and grants administration.

Administer financial operations of the department, including budget development, presentation, monitoring and transfers; department purchasing, accounts payable and payroll processing; financial record keeping and reporting; and liaison with the Finance Department.

Coordinate the department's computer systems and programs, including operation of current systems, support to system users, and assistance in development and implementation of new computerized applications.

Sit on select committees to represent the interests of the department and to lend technical expertise; conduct policy research on issues affecting the department so as to make recommendations and explain conditions to management; prepare and edit department management information reports for internal and external distribution.

Compile data and prepare various recurring and special reports for agencies such as FEMA, MEMA, Department of Labor, the Commonwealth of Massachusetts, MetroFire Hazmat, and other. Prepare department's Annual Report. Respond to various surveys.

Oversee human resource functions in the department in conjunction with the Town Personnel Department. Promote quality of work life programs; present department employee orientation programs; assist the chief in recruitment and promotional procedures; prepare requests and justifications for filling of vacant positions; provide input into personnel policies, particularly with respect to their specific application in the Department. Calculate retirement buy-backs and retroactive checks.

Compose articles on department events, personnel and fire prevention tips to appear in local media; write and edit brochures; and make presentations on fire safety and department activities to private groups and at public events.

Assist in department public relations activities.

Conduct research on department operations and policies and prepare related recommendations for the Chief.

Identify and initiate grant proposals, prepare application and administer related funds for departmental grants.

Oversee paramedic certification programs. Maintain knowledge of certification and recertification requirements; monitor employee certification and recertification status; maintain related records; and process payments for related training programs.

Perform other related duties as required.

Basic Knowledge:

Position requires knowledge equivalent to a bachelor's degree in public administration or business administration.

Experience:

Duties require five years of relevant professional and administrative experience in human resources, finance and office computer operations.

Independent Action:

Incumbent functions independently under general supervision, developing work schedule and setting priorities; referring complex or policy issues to the Department Head for clarification.

Supervisory Responsibility:

Incumbent provides functional supervision to one clerical employee.

Physical and Environmental Standards:

- Normal office environment, not subject to extremes in temperatures, noise, odors etc.
- Regular interruptions to assist citizens.
- May spend extended periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Regular lifting and carrying of files, documents, records, etc.
- Some travel by personal automobile to neighboring towns.